

TECHNICAL ARCHITECTURE PROCESS NO. 1

■ Description

The purpose of this process is to determine if there is sufficient need/justification for establishing a new, or updating an existing, enterprise technology architecture standard.

■ Goal

Ensure that the State's IT enterprise architecture contains the technology standards required for state agencies to meet the needs of clients, citizens and businesses.

■ Requests to be Reviewed by the Architecture Oversight Committee

The Architecture Oversight Committee will review requests from the State Technology Architect, Domain Subcommittees and participating State agencies to establish a new or update an existing technology standard.

■ Triggers

- Requested from State Agencies
- Federal/State Mandates
- New Technology Products/Applications
- Technology Projects
- Industry Best Practices

■ Sources of Input to Architecture Oversight Committee

- State Technology Architect
- Agency Representatives
- Domain Subcommittees

■ How Request Submitted

Requests are submitted to the CIO Staff using ITEA Form #1 and should include at least the following information:

- Basic Information
- Description of Technology/Standard to be Assessed
- Purpose, Priority and Constraints/Mandates for Request
- Alignment with State's Business Drivers (Business Alignment Scorecard)
- Financial Impact
- Migration Considerations
- Impact on Other Domains

- Priority/Date Required

■ Roles and Responsibilities

- CIO Support Staff

- Preliminary review of request for completeness and alignment with State's Business Drivers
- Compare to South Carolina baseline technology architecture to document if a request is compliant or agency specific (filter request to IT Planning for further action if appropriate - an example would include a request to upgrade to the newest version of an approved architecture product)
- Obtain information from Gartner, Meta and other research organizations as appropriate
- Submit information to appropriate Domain Subcommittee and assist in obtaining additional information, if requested
- Organize information packets for review by Architecture Oversight Committee to include:
 - Request
 - Business Alignment Scorecard
 - Comparison with State Technology Baseline
 - Research
 - High Level Financial Impact Analysis
 - Architecture Scorecard
 - Architecture Roadmap (if appropriate)
- Develop and post agenda for Architecture Oversight Committee meetings
- Notify appropriate parties, including originator of the request, of the recommendations of the Domain Subcommittee and the Architecture Oversight Committee
- Maintain IT Architecture Web Site to provide a status of requests throughout the review process

- Domain Subcommittee - Primary

- Determine at a high level assess if a new technology standards is needed
- Evaluate request using Architecture Scorecard
- Submit recommendations to Architecture Oversight Committee
- Present recommendations and dissenting opinions to the Architecture Oversight Committee

- Domain Subcommittee(s) - Secondary

- Determine scope of request and ensure integration/compatibility across domains
- Provide input to primary Domain Subcommittee

➤ Architecture Oversight Committee

- Render decision (approve/reject)
- If approved, request is resubmitted to Domain Subcommittee and follows Technical Compliance Assessment Process
- Request clarification or additional information from the primary Domain Subcommittee

■ **Tools**

- ITEA Form #1
- Architecture Scorecard (to be developed)
- Business Alignment Scorecard (to be developed)

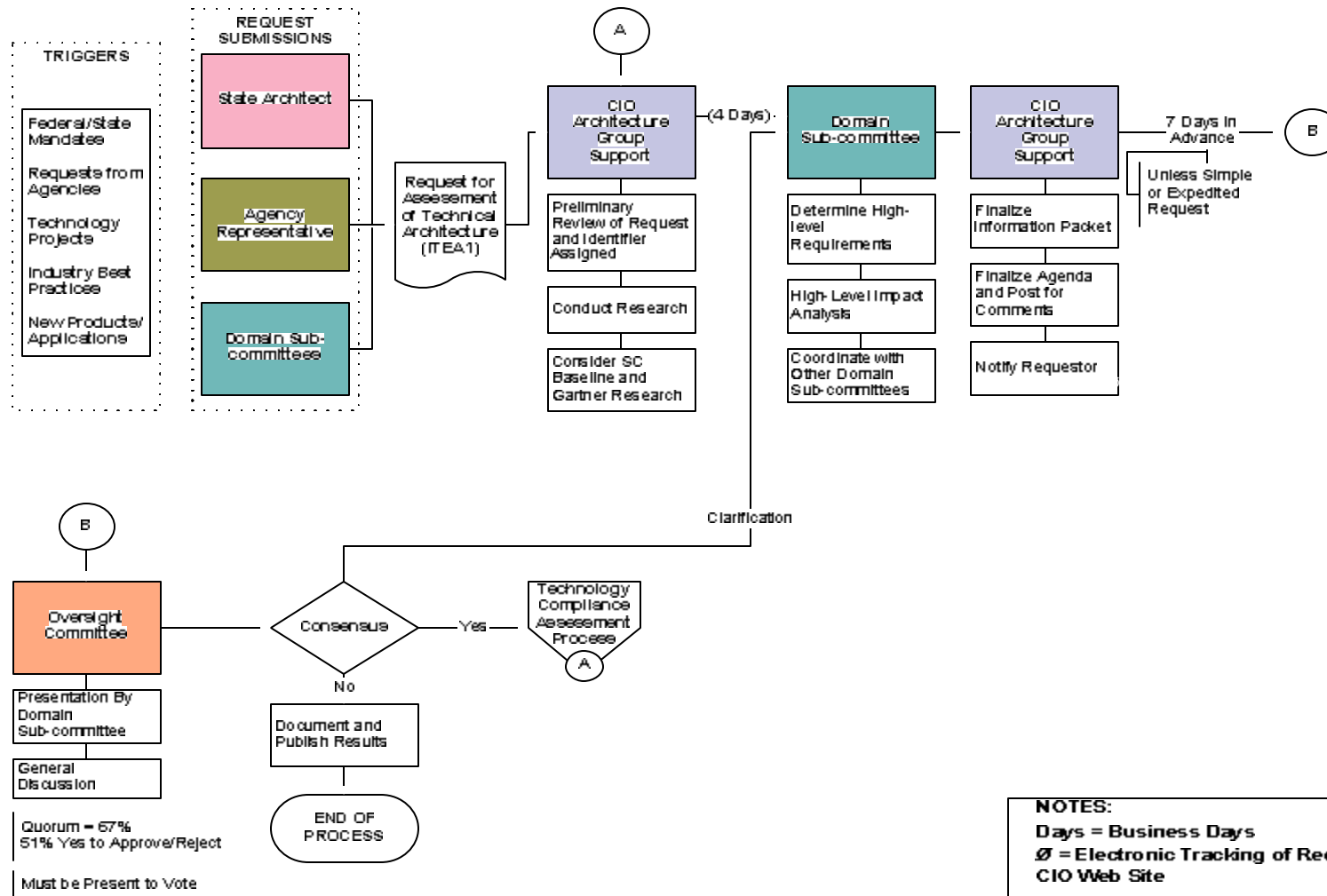
■ **Approval Parameters**

- Sixty Seveny (67%) percent of Architecture Oversight Committee must be present to request a vote to approve/reject a request (quorum).
- When a quorum is present, fifty-one (51%) of the members of the Architecture Oversight Committee in attendance must be in agreement to approve/reject a request.
- Members of the Architecture Oversight Committee, or their designated alternates, must be present to vote - absentee voting and stand-ins are not allowed.

■ **Timeframe for Conducting Change to Existing Technical Architecture**

- Upon receipt of a request, the CIO Support Staff will have four (4) business days to conduct initial research and provide information to the primary Domain Subcommittee.
- Upon completion of work by primary Domain Subcommittee, the CIO Support Staff will develop information packets and forward to members of Architecture Oversight Committee at least seven (7) business days in advance of the Architecture Oversight Committee meeting.
- The CIO Support Staff will post agenda (and supporting documentation) to IT Architecture Web Site at least seven (7) days in advance of the Architecture Oversight Committee meeting.
- Review of requests, domain subcommittee recommendations, presentations, discussions, etc. will be limited to one (1) hour unless additional time is approved in advance by the Architecture Oversight Committee.
- The Architecture Oversight Committee will meet on a monthly basis.

Request for Change to Existing Technical Architecture Process



ITEA Form #1

Tracking Number:

REQUEST FOR ASSESSMENT OF TECHNICAL ARCHITECTURE

This form is to be used for the following purposes: (1) to recommend a technology product, application or solution for inclusion in the technical architecture; (2) to recommend an update to a product, application or solution that is currently included in the technical architecture; or (3) to determine if a product, application or solution is in compliance with the existing technical architecture. Once complete, the requester may submit this form either manually or electronically to the Division of the State Chief Information Officer. Where possible, additional information should be submitted to enhance assessment. This additional information may also be submitted with this form either manually or electronically. If submitting information manually, mail to: Division of State CIO, 1201 Main Street, Suit 820, Columbia, SC 29201.

BASIC INFORMATION (required for all requests):

Name of Requestor:	Submittal Date:
Agency:	Telephone Number:
Address:	Email Address:
Position:	Fax Number:
Architecture Domain:	Discipline:
Agency Director/Committee Chair Authorization: (if applicable)	

TYPE REQUEST (required for all requests):

Change to Existing Technical Architecture: <input type="checkbox"/> Addition to Technology Architecture <input type="checkbox"/> Update to the Existing Technology Architecture
<input type="checkbox"/> Assessment of Compliance with Existing Technology Architecture

IF ADDITION TO TECHNOLOGY ARCHITECTURE ONLY - PROPOSED TITLE/NAME: *(The title or name should uniquely identify the technology to be assessed. It might include product name, copyright owner, version/release identification, etc.)*

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PRIORITY (required for all requests):

<input type="checkbox"/> High Priority <i>(significant impact on agency operation)</i>
<input type="checkbox"/> Medium Priority <i>(normal processing)</i>
<input type="checkbox"/> Low Priority <i>(can be delayed if necessary)</i>

DESCRIPTION OF TECHNOLOGY TO BE ASSESSED FOR COMPLIANCE ONLY: *(Provide a description of the technology to be assessed for compliance with an existing technical architecture standard)*

Describe the proposed addition/change to the technology architecture:
Describe any known areas in which this technology may conflict with existing technical architecture standards:
Describe the current base of installation and history associated with its implementation:
Identify additional requirements for the implementation of this technology:
Identify where the technical expertise necessary to manage this proposed technology will be acquired:
Provide other information as appropriate:

PURPOSE, PRIORITY AND CONSTRAINTS/MANDATES (required for all requests): *(Describe briefly the need or problem being addressed with this technology from the agency perspective)*

Describe areas or processes to which the technology would be applied:
Describe any changes in business processes that would result from the adoption of the technology as a standard:
Describe the degree to which the adoption of this proposed standard might impact suppliers, peers, customers, or clients:
Proposed addition/change significantly altering the meaning or intent of which principle, technical standard or product standard?
How will proposed addition/change impact the status of a product, i.e. from mainstream to containment, from emerging to mainstream, from containment to obsolete or introducing a new product as emerging?

Provide other information as appropriate:

IMPACT ON OTHER DOMAINS (required for all requests): *(if known, what is the requestor's estimate of the impact of an assessment of technical compliance on the any of the following domains and their disciplines)*

Presentation Services:

Communication Services:

Middleware and Messaging:

Computing Services:

Enterprise Applications:

Systems Management Services:

FINANCIAL IMPACT (required for all requests):

What do you expect this implementation to cost, over what time period:

What are you currently spending to perform this function:

If savings and efficiencies are anticipated, identify the efficiencies, the estimated amount of savings, and if known, the source(s), over what period of time and whether or these cost savings are recurring.

If known, what is your peer group/benchmark spending, using what technology: *(identify source(s) of data)*

MIGRATION CONSIDERATIONS (if any): *(outline your migration strategy, including timetable and resource requirements.)*

ADDITIONAL BACKGROUND: *(List evaluation criteria, alternatives considered, and any other pertinent information and analysis used in preparing this proposal)*

TECHNICAL COMPLIANCE ASSESSMENT PROCESS NO. 2

■ Description

The purpose of this process is to determine if a proposed technology product, application or solution is in compliance with an existing IT enterprise architecture standard, and to assess the need to update or modify an existing technology standard on a scheduled (annually or biannually) basis.

■ Goal

Assess compliance of proposed IT products, applications and solutions with existing IT enterprise architecture, and review existing technology standards on a period basis to determine if revisions/updates are required.

■ Requests to be Reviewed by the Architecture Oversight Committee

➤ Architecture Oversight Committee review is required for all technology products, applications or solutions requiring more than 1,000 person (total of state employee, vendor, etc.) hours to install/implement, and/or having a total life cycle cost (acquisition, implementation, maintenance, ongoing operations) of more than \$50,000.

➤ Architecture Oversight Committee review is required for smaller technology products, applications or solutions which may impact existing enterprise standards or initiatives of South Carolina State government (e.g., a standard naming convention for name and address). Such standards and initiatives will be identified and posted on the IT Architecture Web Site by the CIO.

➤ Architecture Oversight Committee review is required for all existing technology standards, on a periodic (usually annually or biannually) basis, to determine if revisions/updates are required.

(Note: Each request will be assigned a unique identifier for tracking purposes.)

■ Triggers

- Requested by State Agencies
- Federal/State Mandates
- Scheduled Reviews
- New Technology Products/Applications
- Technology Projects
- Industry Best Practices
- CIO IT Planning

■ Sources of Input to Architecture Oversight Committee

- State Technology Architect
- Agency Representatives
- Domain Subcommittees

■ How Request Submitted

Requests are submitted to the CIO Staff using ITEA Form #1 and should include at least the following information:

- Basic Information
- Description of Technology/Standard to be Assessed
- Purpose, Priority and Constraints/Mandates for Request
- Alignment with State's Business Drivers (Business Alignment Scorecard)
- Financial Impact
- Migration Considerations
- Impact on Other Domains
- Priority/Date Required

■ Roles and Responsibilities

- CIO Support Staff
 - Preliminary review of request for completeness and alignment with State's Business Drivers
 - Compare to South Carolina baseline technology architecture to document if a request is compliant or agency specific (filter request to IT Planning for further action if appropriate - an example would include a request to upgrade to the newest version of an approved architecture product)
 - Obtain information from Gartner, Meta and other research organizations as appropriate
 - Submit information to Domain Subcommittee and obtain additional information, if necessary
 - Organize information packets for review by Architecture Oversight Committee to include:
 - Request
 - Business Alignment Scorecard
 - Comparison with State Technology Baseline
 - Research
 - Financial Impact
 - Architecture Scorecard
 - Architecture Roadmap
 - Develop and post agenda for Architecture Oversight Committee meetings

- Document outcome of the technical compliance process and establish an architecture review schedule
- Notify appropriate parties, including originator of the request, of the recommendations of the Domain Subcommittee and the outcome of the technical compliance process
- Maintain IT Architecture Web Site to provide a status of requests throughout the technical compliance assessment process

➤ Domain Subcommittee - Primary

- Determine scope of request and assess if the technology architecture being proposed is in compliance with the enterprise technology standards, or if revisions/updates to existing technology standards are appropriate
- Evaluate request using Architecture Scorecard
- Complete the Architecture Roadmap
- Submit recommendations to Architecture Oversight Committee
- Present recommendations and dissenting opinions to the Architecture Oversight Committee

➤ Domain Subcommittee(s) - Secondary

- Determine scope of request and ensure integration/compatibility across domains
- Provide input to primary Domain Subcommittee

➤ State Agency/Requestor

- In instances where the Domain Subcommittee is recommending to the Architecture Oversight Committee that a request from an agency be denied, the agency shall be allowed the opportunity to make a short presentation (maximum of ten (10) minutes) at the Architecture Oversight Committee meeting to explain the need for the request and to answer questions.

➤ Architecture Oversight Committee

- Render technical compliance decision (approve/reject)
- Request clarification or additional information from the primary Domain Subcommittee

■ Tools

- ITEA Form #1
- Architecture Scorecard (to be developed)
- Business Alignment Scorecard (to be developed)

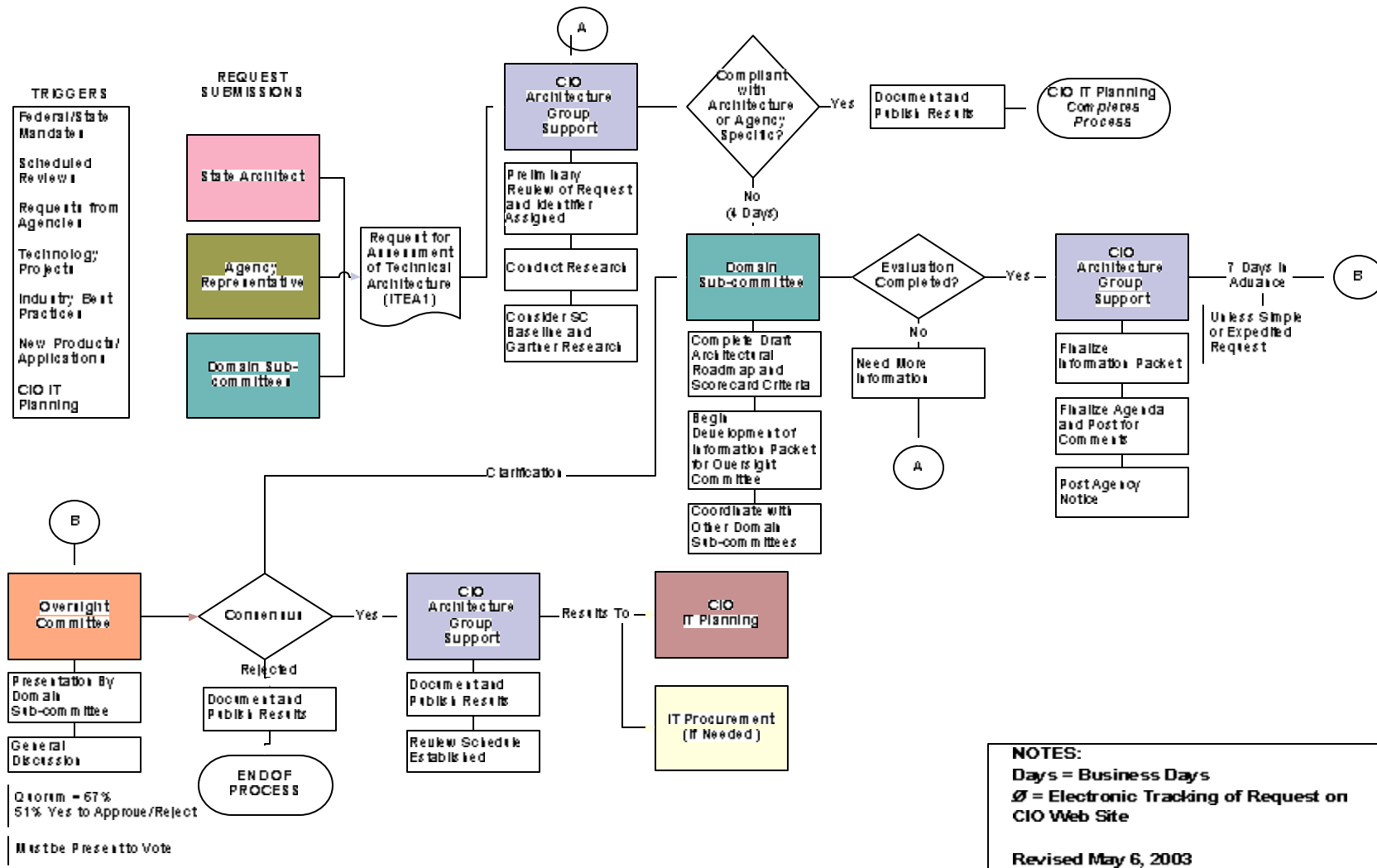
■ Approval Parameters

- Sixty Seventy (67%) percent of Architecture Oversight Committee must be present to request a vote to approve/reject a request (quorum).
- When a quorum is present, fifty-one (51%) of the members of the Architecture Oversight Committee in attendance must be in agreement to approve/reject a request.
- Members of the Architecture Oversight Committee, or their designated alternate, must be present to vote - absentee voting and stand-ins are not allowed.

■ Timeframe for Conducting Assessment of Technical Compliance Requests

- Upon receipt of a request, the CIO Support Staff will have four (4) business days to conduct initial research and provide information to the primary Domain Subcommittee.
- Upon completion of work by primary Domain Subcommittee, the CIO Support Staff will develop information packets and forward to members of Architecture Oversight Committee at least seven (7) business days in advance of the Architecture Oversight Committee meeting.
- The CIO Support Staff will post agenda (and supporting documentation) to IT Architecture Web Site at least seven (7) days in advance of the Architecture Oversight Committee meeting.
- Review of requests, domain subcommittee recommendations, presentations, discussions, etc. will be limited to one (1) hour unless additional time is approved in advance by the Architecture Oversight Committee.
- The Architecture Oversight Committee will meet on a monthly basis.

Technical Compliance Assessment Process



ITEA Form #1

Tracking Number:

REQUEST FOR ASSESSMENT OF TECHNICAL ARCHITECTURE

This form is to be used for the following purposes: (1) to recommend a technology product, application or solution for inclusion in the technical architecture; (2) to recommend an update to a product, application or solution that is currently included in the technical architecture; or (3) to determine if a product, application or solution is in compliance with the existing technical architecture. Once complete, the requester may submit this form either manually or electronically to the Division of the State Chief Information Officer. Where possible, additional information should be submitted to enhance assessment. This additional information may also be submitted with this form either manually or electronically. If submitting information manually, mail to: Division of State CIO, 1201 Main Street, Suit 820, Columbia, SC 29201.

BASIC INFORMATION (required for all requests):

Name of Requestor:	Submittal Date:
Agency:	Telephone Number:
Address:	Email Address:
Position:	Fax Number:
Architecture Domain:	Discipline:
Agency Director/Committee Chair Authorization: (if applicable)	

TYPE REQUEST (required for all requests):

Change to Existing Technical Architecture: <input type="checkbox"/> Addition to Technology Architecture <input type="checkbox"/> Update to the Existing Technology Architecture
<input type="checkbox"/> Assessment of Compliance with Existing Technology Architecture

IF ADDITION TO TECHNOLOGY ARCHITECTURE ONLY - PROPOSED TITLE/NAME: *(The title or name should uniquely identify the technology to be assessed. It might include product name, copyright owner, version/release identification, etc.)*

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PRIORITY (required for all requests):

<input type="checkbox"/> High Priority <i>(significant impact on agency operation)</i>
<input type="checkbox"/> Medium Priority <i>(normal processing)</i>
<input type="checkbox"/> Low Priority <i>(can be delayed if necessary)</i>

DESCRIPTION OF TECHNOLOGY TO BE ASSESSED FOR COMPLIANCE ONLY: *(Provide a description of the technology to be assessed for compliance with an existing technical architecture standard)*

Describe the proposed addition/change to the technology architecture:
Describe any known areas in which this technology may conflict with existing technical architecture standards:
Describe the current base of installation and history associated with its implementation:
Identify additional requirements for the implementation of this technology:
Identify where the technical expertise necessary to manage this proposed technology will be acquired:
Provide other information as appropriate:

PURPOSE, PRIORITY AND CONSTRAINTS/MANDATES (required for all requests): *(Describe briefly the need or problem being addressed with this technology from the agency perspective)*

Describe areas or processes to which the technology would be applied:
Describe any changes in business processes that would result from the adoption of the technology as a standard:
Describe the degree to which the adoption of this proposed standard might impact suppliers, peers, customers, or clients:
Proposed addition/change significantly altering the meaning or intent of which principle, technical standard or product standard?
How will proposed addition/change impact the status of a product, i.e. from mainstream to containment, from emerging to mainstream, from containment to obsolete or introducing a new product as emerging?

Provide other information as appropriate:

IMPACT ON OTHER DOMAINS (required for all requests): *(if known, what is the requestor's estimate of the impact of an assessment of technical compliance on the any of the following domains and their disciplines)*

Presentation Services:

Communication Services:

Middleware and Messaging:

Computing Services:

Enterprise Applications:

Systems Management Services:

FINANCIAL IMPACT (required for all requests):

What do you expect this implementation to cost, over what time period:

What are you currently spending to perform this function:

If savings and efficiencies are anticipated, identify the efficiencies, the estimated amount of savings, and if known, the source(s), over what period of time and whether or these cost savings are recurring.

If known, what is your peer group/benchmark spending, using what technology: *(identify source(s) of data)*

MIGRATION CONSIDERATIONS (if any): *(outline your migration strategy, including timetable and resource requirements.)*

ADDITIONAL BACKGROUND: *(List evaluation criteria, alternatives considered, and any other pertinent information and analysis used in preparing this proposal)*

WAIVER/EXCEPTION REQUEST PROCESS NO. 3

■ Description

The purpose of this process is to examine requests for waivers/exceptions to the IT enterprise architecture to determine the impact on existing standards, implications for other systems, total costs/benefits to the agency and/or State, and any risks associated with the request. The Architecture Oversight Committee will approve or reject the request for this one-time waiver/exception.

■ Goal

Determine the implications and ramifications of a request for a waiver/exception to the IT enterprise architecture, and issue a one-time waiver or exception only if there are sound business reasons for such.

■ Requests to be Reviewed by the Architecture Oversight Committee

The Architecture Oversight Committee will review all requests for waivers/exceptions to the IT enterprise architecture.

■ Triggers

Lack of architectural alignment with the State IT enterprise architecture due to:

- Federal/State Mandates
- New Technology Products/Applications
- Special Agency Requirements
- Grant requirements
- Technology Projects

■ Sources of Input to Architecture Oversight Committee

- State Technology Architect
- Agency Representatives
- Domain Subcommittees

■ How Request Submitted

Requests are submitted to the CIO Staff using ITEA Form #2 and must include at least the following information:

- Basic Information
- Description of Standard to be Waived/Exempted

- Impact on Other Domains
- Business Justification for Waiver/Exemption
- Financial Impact
- Additional Background Information
- Priority/Date Required

■ Roles and Responsibilities

➤ CIO Support Staff

- Preliminary review of request for completeness
- Obtain information from Gartner, Meta and other research organizations as appropriate
- Submit information to the appropriate Domain Subcommittee and obtain additional information, as appropriate
- Organize information packets for review by Architecture Oversight Committee to include:
 - Request
 - Comparison with State technology baseline
 - Research
 - Estimated impact on infrastructure and state resources
 - Financial Impact
- Develop and post agenda for Architecture Oversight Committee meetings
- Document outcome of the waiver/exception process and establish an architecture review schedule, if appropriate
- Notify appropriate parties, including originator of the request, of the recommendations of the Domain Subcommittee and the outcome of the waiver/exception process
- Maintain IT Architecture Web Site to provide a status of requests throughout the technical compliance assessment process

➤ Domain Subcommittee - Primary

- Determine scope of request and assess impact of introducing a non-standard technology on existing applications, infrastructure, and resources (financial and human)
- Evaluate request using Architecture Scorecard
- Evaluate request against Architecture Roadmap
- Document recommendations and submit to the Architecture Oversight Committee
- Present recommendations and dissenting opinions to the Architecture Oversight Committee

➤ Domain Subcommittee(s) - Secondary

- Determine scope of request and ensure integration/compatibility across domains
- Provide input to primary Domain Subcommittee

➤ State Agency/Requestor

- In instances where the Domain Subcommittee is recommending to the Architecture Oversight Committee that a request from an agency be denied, the agency shall be allowed the opportunity to make a short presentation (maximum of ten (10) minutes) at the Architecture Oversight Committee meeting to explain the need for the waiver/exemption and to answer questions.

➤ Architecture Oversight Committee

- Render technical compliance decision (approve/reject)
- Request clarification or additional information from the primary Domain Subcommittee

■ **Tools**

➤ ITEA Form #2

■ **Approval Parameters**

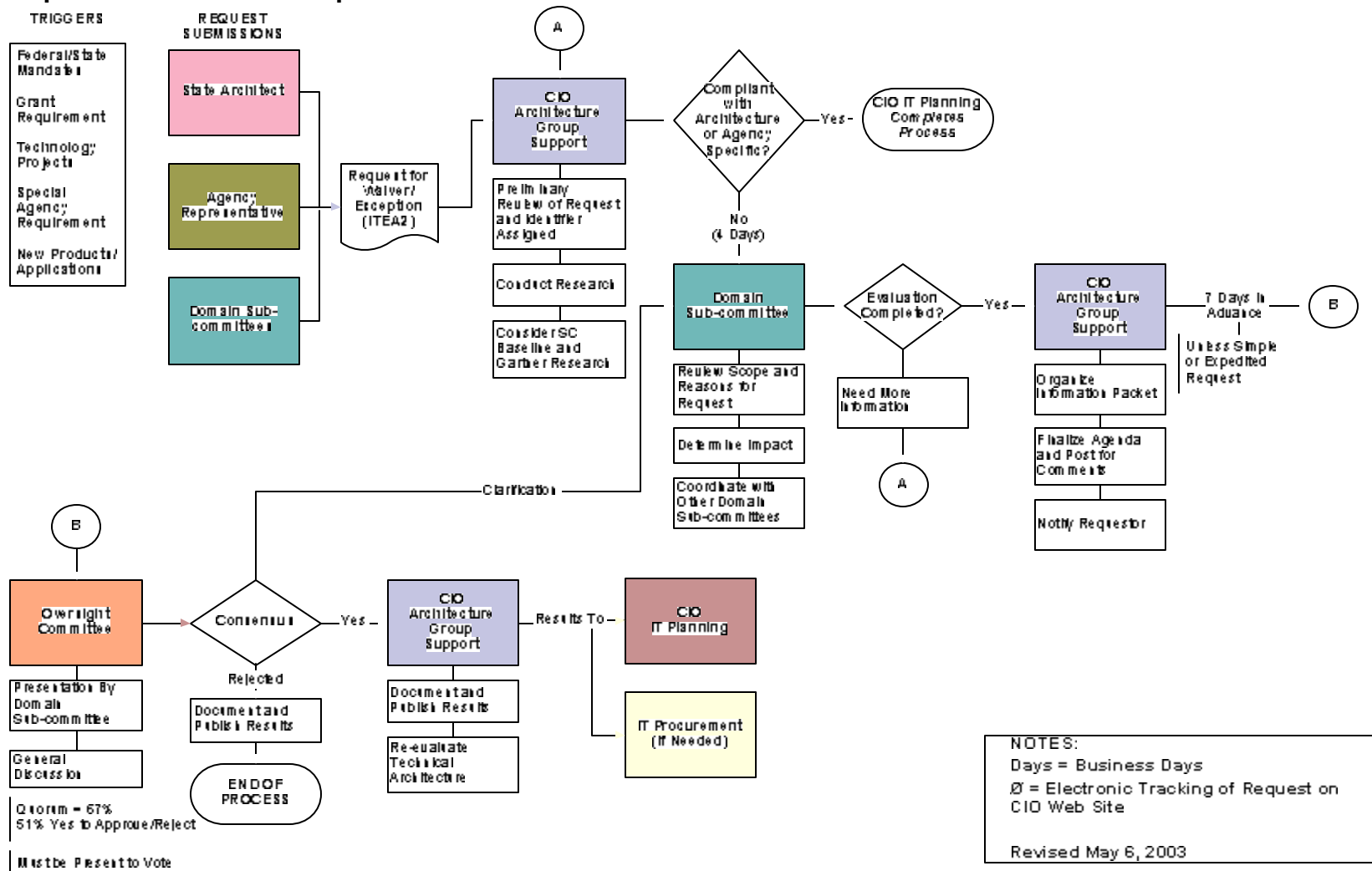
- Sixty Seventy (67%) percent of Architecture Oversight Committee must be present to request a vote to approve/reject a request (quorum).
- When a quorum is present, fifty-one (51%) of the members of the Architecture Oversight Committee in attendance must be in agreement to approve/reject a request.
- Members of the Architecture Oversight Committee, or their designated alternate, must be present to vote - absentee voting and stand-ins are not allowed.

■ **Timeframe for Conducting Assessment of Waiver/Exception Requests**

- Upon receipt of a request, the CIO Support Staff will have four (4) business days to conduct initial research and provide information to the primary Domain Subcommittee.
- Upon completion of work by primary Domain Subcommittee, the CIO Support Staff will develop information packets and forward to members of Architecture Oversight Committee at least seven (7) business days in advance of the Architecture Oversight Committee meeting.
- The CIO Support Staff will post agenda (and supporting documentation) to IT Architecture Web Site at least seven (7) days in advance of the Architecture Oversight Committee meeting.

- Review of requests, domain subcommittee recommendations, presentations, discussions, etc. will be limited to one (1) hour unless additional time is approved in advance by the Architecture Oversight Committee.
- The Architecture Oversight Committee will meet on a monthly basis.

Request for Waiver/Exception Process



ITEA Form #2

Tracking Number:

REQUEST FOR WAIVER/EXCEPTION TO TECHNICAL ARCHITECTURE

This form is to be used for the purpose of requesting a waiver or exception to a technology product, application or solution that is currently included in the technical architecture. Once complete, the requester may submit this form either manually or electronically to the Division of the State Chief Information Officer. Where possible, additional information should be submitted to enhance assessment. This additional information may be submitted with this form either manually or electronically. If submitting information manually, mail to: Division of State CIO, 1201 Main Street, Suite 820, Columbia, SC 29201.

BASIC INFORMATION (required for all requests):

Name of Requestor:	Submittal Date:
Agency:	Telephone Number:
Address:	Email Address:
Position:	Fax Number:
Architecture Domain:	Discipline:
Agency Director/Committee Chair Authorization: (if applicable)	

IDENTIFICATION OF TECHNICAL STANDARD TO BE WAIVED/EXCEPTED:

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SCOPE OF THE PROPOSED WAIVER/EXCEPTION: *(Provide a description of the waiver/exception, include the impact on introducing a non-standard technology on existing applications, infrastructure, and resources)*

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REASON FOR WAIVER/EXCEPTION:

<input type="checkbox"/> Federal/State Mandate
<input type="checkbox"/> New technology products/application
<input type="checkbox"/> Special agency requirements
<input type="checkbox"/> Grant requirements
<input type="checkbox"/> Technology Project
<input type="checkbox"/> Other (please specify)

PRIORITY:

<input type="checkbox"/> High Priority (<i>significant impact on agency operation</i>)
<input type="checkbox"/> Medium Priority (<i>normal processing</i>)
<input type="checkbox"/> Low Priority (<i>can be delayed if necessary</i>)

IMPACT ON OTHER DOMAINS: (*if known, what is the requestors estimate of the impact of an assessment of technical compliance on the following domains and their disciplines*)

Presentation Services:
Communication Services:
Middleware and Messaging:
Computing Services:
Enterprise Applications:
Systems Management Services:

BUSINESS JUSTIFICATION FOR WAIVER/EXCEPTION:

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FINANCIAL IMPACT:

What is the estimated financial impact of this waiver/exemption:
What are you currently spending to perform this function:
If know, identify the source(s) and amount(s) of savings associated with this waiver/exemption:

ADDITIONAL BACKGROUND: (*List pertinent information and analysis used in preparing this proposal*)

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APPEAL OF TECHNICAL ARCHITECTURE DECISION PROCESS NO. 4

■ Description

The purpose of this process is to provide agencies with a method to request a review or hearing on a previous decision by the Architecture Oversight Committee.

■ Goal

Provide an agency with the opportunity to address specific issues and/or concerns or to provide additional information that could impact a previous decision made by the Architecture Oversight Committee.

■ Requests to be Reviewed by the Architecture Oversight Committee

The Architecture Oversight Committee will review all appeals to previous decisions where such appeals provide additional information, addresses issues/concerns outlined in original decision, etc.

■ Triggers

Previous decisions made by the Architecture Oversight Committee

■ Sources of Input to Architecture Oversight Committee

- State Technology Architect
- Agency Representatives
- Domain Subcommittees

■ How Request Submitted

Requests are submitted to the CIO Staff using ITEA Form #3 and must include at least the following information:

- Description (Scope and Reasons for Appeal)
- Response to Specific Issues/Concerns of Architecture Oversight Committee
- Additional Relevant Information
- Business Justification for Appeal
- Additional Background Information
- Priority/Date Required

■ Roles and Responsibilities

➤ CIO Support Staff

- Preliminary review of request for completeness
- Obtain additional information from Gartner, Meta and other research organizations, if appropriate
- Update/organize information packets for review by Architecture Oversight Committee to include:
 - Request
 - Comparison with State technology baseline
 - Research
 - Estimated impact on infrastructure and state resources
 - New information/response to specific issues/concerns
 - Financial impact
- Develop and post agenda for Architecture Oversight Committee meetings
- Document outcome of the appeal process and, if appropriate, establish an architecture review schedule
- Notify appropriate parties, including originator of the request, of the recommendations of the Domain Subcommittee and the outcome of the waiver/exception process
- Maintain IT Architecture Web Site to provide a status of requests throughout the technical compliance assessment process

➤ Domain Subcommittee - Primary

- Review request and provide comments, if deemed appropriate
- Provide information and/or recommendations to the Architecture Oversight Committee, upon request

➤ Domain Subcommittee(s) - Secondary

- Review request and provide comments if deemed appropriate
- Provide input to primary Domain Subcommittee

➤ State Agency/Requestor

- Present request to the Architecture Oversight Committee to explain the need and to answer questions.

➤ Architecture Oversight Committee

- Render technical compliance decision (approve/reject)
- Request clarification or additional information from the primary Domain Subcommittee

■ **Tools**

- ITEA Form #3

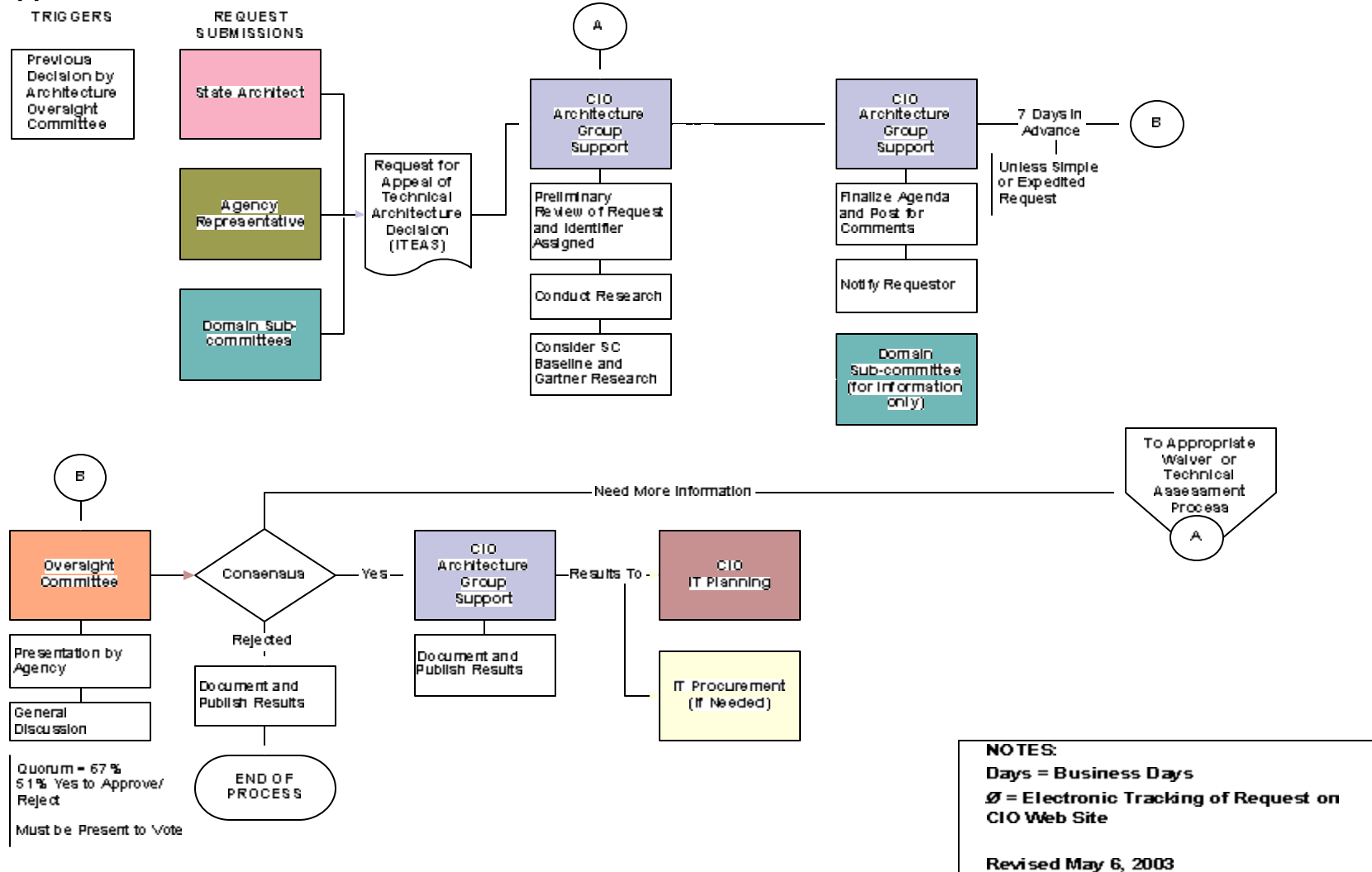
■ Approval Parameters

- Sixty Seveny (67%) percent of Architecture Oversight Committee must be present to request a vote to approve/reject a request (quorum).
- When a quorum is present, fifty-one (51%) of the members of the Architecture Oversight Committee in attendance must be in agreement to approve/reject a request.
- Members of the Architecture Oversight Committee, or their designate alternate, must be present to vote - absentee voting and stand-ins are not allowed.

■ Timeframe for Conducting Appeal Requests

- Upon receipt of a request, the CIO Support Staff will have four (4) business days to conduct initial research and provide information to the primary Domain Subcommittee.
- Upon completion of work by primary Domain Subcommittee, the CIO Support Staff will develop information packets and forward to members of Architecture Oversight Committee at least seven (7) business days in advance of the Architecture Oversight Committee meeting.
- The CIO Support Staff will post agenda (and supporting documentation) to IT Architecture Web Site at least seven (7) days in advance of the Architecture Oversight Committee meeting.
- Review of requests, domain subcommittee recommendations, presentations, discussions, etc. will be limited to one (1) hour unless additional time is approved in advance by the Architecture Oversight Committee.
- The Architecture Oversight Committee will meet on a monthly basis.

Appeal of Technical Architecture Decision Process



ITEA Form #3

Appeal Number: Original Tracking Number:

REQUEST FOR APPEAL OF TECHNICAL ARCHITECTURE DECISION

This form is to be used to request a review or hearing on a previous decision by the Architecture Oversight Committee. Once complete, the requester may submit this form either manually or electronically to the Division of the State Chief Information Officer. Where possible, additional information should be submitted to enhance assessment. This additional information may be submitted with this form either manually or electronically. If submitting information manually, mail to: Division of State CIO, 1201 Main Street, Suite 820, Columbia, SC 29201.

BASIC INFORMATION (required for all requests):

Name of Requestor:	Submittal Date:
Agency:	Telephone Number:
Address:	Email Address:
Position:	Fax Number:
Architecture Domain:	Discipline:
Agency Director/Committee Chair Authorization: (if applicable)	

SCOPE OF APPEAL: *(Provide a description of the appeal, address specific issues and/or concerns that would impact a previous decision made by the Architecture Oversight Committee)*

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PRIORITY:

<input type="checkbox"/> High Priority <i>(significant impact on agency operation)</i>
<input type="checkbox"/> Medium Priority <i>(normal processing)</i>
<input type="checkbox"/> Low Priority <i>(can be delayed if necessary)</i>

REASONS FOR THE APPEAL:

Addresses issues/concerns outlined in the original decision.

Describe any additional relevant information regarding the appeal.

BUSINESS JUSTIFICATION FOR APPEAL:

ADDITIONAL BACKGROUND: *(List pertinent information and analysis used in preparing this appeal)*